

MS 365 Alert #004

MS 365
ALERT

004- 03/02/2021

TITLE:

NEW! Online Archive Mailbox enabled for all State of Delaware Outlook accounts.

ALERT:

On March 7, 2021, an Online Archive Mailbox will be enabled for all State of Delaware Outlook accounts.

Once your Online Archive Mailbox is enabled, you will see a new mailbox displayed under your primary mailbox (in the left menu column):

In the Outlook Client, it appears as:



The Online Archive Mailbox provides advanced archiving capabilities. Review [NTK.365 #0005](#) to learn more about the Online Archive Mailbox capabilities

Outlook 2016 and newer clients, including Outlook 365:

No End-User Action is Required

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2013 and older clients of Outlook:

End-Users will need to authenticate their Microsoft Outlook Account.

When the Windows Security dialogue box appears:



1. Enter your email and Password

2. Select the checkbox to "Remember my credentials" (this will minimize user authentication requests to only occur when a password change is required)

3. Select OK

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Review [NTK.365 #0005](#) to learn about the Online Archive Mailbox capabilities and how to have messages automatically move to the Online Archive Mailbox.

ACTION: